


Module 8

Payroll Interface Management

Module Overview

Introduction This module explains the various processes and procedures that relate to the interface between DCPDS and the appropriated fund Defense Civilian Payroll System (DCPS). Personnel who perform the payroll functions in the DCPDS will be determined by Component business practices.

Background The DCPS is the standard payroll system used by all DoD activities employing appropriated fund civilians or Cuban local national employees. The DCPS also support those non-DoD agencies that are serviced for payroll processing. DCPS consists of eight payroll databases maintained at three service centers. The DCPDS and DCPS are designed to support the computerized maintenance of civilian employees through the use of interface and reverse interface processes. The DCPDS generates transactions to payroll based on Nature of Action (NOA) codes and a limited number of data field updates. Master pay records are created, deleted, or changed when pay-effecting transactions from DCPDS are updated to the servicing payroll database. The payroll system provides updates of Time and Attendance (T&A) data applicable to personnel processes and Separation Tracking/Retirement Record Processing for update to DCPDS records. In addition, a data file is provided by DCPS on a biweekly basis that provides employee pay and leave information and employee home address updates.

See Also  Module 2, Position Management and Classification Chapter 1, Building Positions
Module 4, Staffing
Module 5, Workforce Relations
Module 6, Benefits

Continued on next page

Module Overview, Continued

Module Contents

Topic	Page
Module 8: Payroll Interface Management	1
DCPDS Payroll File Transfer Process	7
Chapter 1: Maintaining Payroll System Code and POID	
Maintaining Payroll System Code and POID	1
Chapter 2: PAY500 Record View, Print, and Regeneration	
Chapter Overview	1
Accessing and Printing the PAY500 Record	2
Producing a DCPS Payroll Interface Report	5
Sample DCPS Payroll Interface	10
Payroll Transaction Regeneration Process	11
Producing a Payroll Regeneration Activity Report	15
DCPS 500 Character Interface Format	18
DCPDS/DCPS Non-Numeric NOACs	24
Chapter 3: Payroll Reject Reports	
Chapter Overview	1
Processing the Payroll Reject Report	2
Sample Payroll Reject Report	6
Reading the Payroll Reject Report	7
Chapter 4: Payroll Reverse Interface	
Chapter Overview	1
Reverse Interface Processes	1
Viewing Reverse Interface Data	5
Payroll Reverse Interface Reports	7
Recreating Reverse Reports – Replay Reports	9
Pay Application Data (PAD) - Payroll Financial Data	12
Pay Application Data (PAD) Record Format	20
Employee Address Update Process	26
Reverse Interface Sample Reports	28

Continued on next page

Module Overview, Continued

Chapter 5: Payroll Reconciliation/Reports	
Before You Begin	1
RECON Data Extraction	3
Population of the PAYROLL RECON Data	4
RECON T&A Extract	5
Processing Match Reports	6
RECON Statistical Recap Report	6
RECON Individual Mismatch Report	6
Organization Mismatch Report	6
Individual Mismatch Report	6
RECON on Payroll not on Personnel	7
RECON on Personnel not on Payroll	7
RECON T&A Data Mismatch Report	7

Roles and Responsibilities



Components will determine who has access to Payroll processes.



CAUTION: These procedures are restricted to Component selected personnel. Any unauthorized action which attempts to defraud the government can be detected through active system monitoring programs.

Audience

This module is written for...	And contains information for...
System Administrators, Staffing Specialists, Processing Units,	Benefits and Entitlements Personnel and Staffing Personnel.

Continued on next page

Module Overview, Continued

Terms

Term	Definition
DCPS	Defense Civilian Pay System
DFAS	Defense Finance and Accounting Service
NAF	Non-Appropriated Fund
PAD	Personnel Pay Application Data
POID	Payroll Office Identifier
Payroll Interface	Sharing of data that originates in the personnel system and is transmitted to the payroll system through electronic communication processes.
Reconciliation	Processes and procedures for matching and validation of data fields that are maintained in both the personnel and payroll system. Data originates in one system and is used in both. Validation is against source document for the data.
Regeneration	Process that allows a payroll interface transaction to be re-sent to the payroll system as originally submitted or with changes.
Reverse Interface	Process that provides update transactions originating in the payroll system, from T & A reporting, to DCPDS. Also provides Separation Tracking information for reporting timeliness of retirement record processing.
T&A	Time and Attendance
SOID	Servicing Office Identifier
EXITS	External Interface Transfer System

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Module Overview, Continued

Before You Begin

- Insure appropriate servicing Payroll Office ID (POID) is resident in the position record before assigning the employee to the position.
- Every position built should have a POID value.
- The appropriate payroll interface format is produced with each pay-affecting transaction based on information stored as part of the position definition. Payroll interface processing is controlled by two items: (1) Payroll System and (2) POID. Accurate establishment and maintenance of these two items will ensure valid interface processing of employee pay affecting data. For specific information regarding these data fields, please refer to Chapter 1 of this module.
- The payroll interface transaction data is maintained within the regional database for approximately 380 days, 27 pay periods. The database contains all needed information to recreate individual files. The data files are also maintained at the central interface server as a backup and audit trail of what is sent or received to and from the regions and DFAS.
- Actions input to the DCPDS via the RPA process with projected effective dates will not create a payroll interface transaction until the effective date has been reached and the action consummates. Data element updates that are accomplished with future effective dates will create a payroll interface transaction when the update is saved, but the action will not be transmitted to payroll until the effective date is reached. Actions input with current or past effective dates will be transmitted to DCPS the same day.
- The pay period calendars on the next page reflect the interface processing timelines for the regular DCPS databases as well as the alternate databases which are on a delayed pay date.

Central Point of Contact

DFAS provides a central contact office for dealing with all data transmissions and retransmissions into and out of all DCPDS regions. The DCPDS Interface System Administration Office at Lockheed Martin will monitor and manage all inbound and outbound package transmission problems

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Module Overview, Continued

REGULAR DATABASE INTERFACE PROCESSING SCHEDULE FIRST FRIDAY PAY DATE						
SUN	MON	TUE	WED	THU	FRI	SAT
BEGINNING OF PAY PERIOD <hr/> Last DCPDS processing day / transmission of interface for pay period ended previous day.	Final interface files processed in DCPS for previous pay period. <hr/> Pay Processing	Pay Processing <hr/> NO Interface processing.	First interface files processed for current pay period. <hr/> *Subject to delay by release processing or system problems.	Interface files processed.	Interface files processed. <hr/> EMPLOYEE PAY DATE	Interface files transmitted, not processed.
Interface files transmitted, not processed.	Interface files processed.	Interface files processed.	Interface files processed.	Interface files processed.	Interface files processed.	END OF PAY PERIOD <hr/> Interface files transmitted, not processed.
ALTERNATE DATABASE INTERFACE PROCESSING SCHEDULE SECOND THURSDAY PAY DATE						
SUN	MON	TUE	WED	THU	FRI	SAT
BEGINNING OF PAY PERIOD <hr/> Interface files transmitted, and processed.	Interface files processed.	Interface files processed. <hr/> Last DCPDS processing day / transmission of interface for pay period ended previous Saturday.	Final interface files processed in DCPS for previous pay period. <hr/>	Pay Processing <hr/> No interface files processed.	Pay Processing <hr/> No interface files processed.	Interface files transmitted, not processed.
First interface files processed for current pay period.	Interface files processed.	Interface files processed.	Interface files processed.	Interface files processed. <hr/> PAY DAY FOR AFFECTED RECORDS	Interface files processed.	END OF PAY PERIOD <hr/> Interface files transmitted, not processed.

DCPDS Payroll File Transfer Process

- The main file transfer piece of the DCPDS/DCPS process is a product called “Connect: Enterprise”. A custom portion was added for DCPDS unique processing requirements. This product resides on a single interface server and is the focal point for all inbound and outbound traffic between all DCPDS regions and DFAS systems. At each region, outbound payroll transactions are grouped together into packages and sequenced by Servicing Office ID (SOID), Agency and Payroll Office ID (POID). All packages are then grouped by Payroll Office ID (POID) into files and made available for transmission to DFAS. The same data also remains within the regional database, structured to allow any piece of the output to be reproduced (for example, a complete file or a single package).
- The interface server polls each region hourly to drop off any new incoming files and to pick up any outgoing files. For outgoing files, the interface server determines the appropriate DFAS destination by payroll office and sends the files to that destination. A copy of each file will remain on the interface server for history retrieval purposes. If DFAS needs a complete file transmitted, they will contact the EXITS operators to request the file(s). The EXITS operators will retransmit the file from the interface server. If, for some reason, the file is not available on the interface server, the EXITS operators will poll the regional database to recreate the original files. If DFAS just needs a specific package resent, the EXITS operators will poll the regional database to recreate the package needed into a new file. The original file or the new file with just the requested package will then follow the same path from the region to DFAS as listed above.
- The EXITS operators will also monitor the status of incoming data received from DFAS to DCPDS. Data received from DFAS will be sent to the interface server and sorted by Servicing Office ID (SOID). The SOID is used to determine the destination region for incoming files. The files will be sent to the required region and a copy of the file will be maintained on the interface server. All incoming files from DFAS will be sent to the regions during the hourly connection schedule. The packages within the files will be sequence controlled at the region level. The EXITS operators will monitor the status of all incoming packages and their sequence controls for each region. The EXITS operators will contact DFAS for retransmission if an incomplete or corrupted file is found.
- Each region has an account on the interface server where all incoming and outgoing files are maintained and processed. This account is only accessible by the EXITS operators. Outbound payroll transactions are queued when they are created in HR into an interface staging table on the regional database. The interface process will group all pending transactions accordingly into packages and file records within the interface staging tables on the regional database and then create the actual data files which are picked up via FTP by the central interface server for forwarding to the appropriate payroll office.
- The outbound payroll process is set to run 7 days a week, at 16:30 region time for all regions except Air Force and Army centralized regions. Air Force and Army are set to process outbound payroll at approximately 05:30, 09:30 and 16:30 every day.

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